

CITY OF PLEASANT HILL

INSTRUCTIONS FOR COMPLETING RESIDENTIAL RENTAL BUSINESS LICENSE APPLICATION AND CALCULATION OF TAX

STEPS FOR COMPLETION OF APPLICATION:

1. Complete the page 1 of the application.
2. List all Pleasant Hill rental properties, unless they are already licensed. If you need more room, continue list on page 2 of application.
3. SIGN AND DATE APPLICATION NEAR BOTTOM OF PAGE 1.

STEPS FOR CALCULATION OF TAX:

1. 2009's tax is based on actual rentals in 2008. If all your units were rented for all of 2008 (any part of a month is considered a whole month for this calculation), pay **\$77 PER UNIT. Applicants that owned the unit(s) for less than 12 months in the previous year, must compute their tax based on an estimate of how many months the unit(s) will be rented during the current year.**
 2. If any rental unit was vacant for one or more WHOLE calendar months in 2008, the tax for that unit may be prorated. **To prorate, multiply the number of rented months by \$6.42 FOR EACH UNIT. Pay this amount or the minimum tax of \$24 per unit, whichever is LARGER. Please enclose your calculation with your payment.**
 3. Make check payable to: CITY OF PLEASANT HILL. Send check, application, and prorationing calculation, if applicable, to the address below.
- * If you have questions or need help with your calculation, call (925) 671-5234.
- * Mail application and payment to:

CITY OF PLEASANT HILL
BUSINESS LICENSE DEPT.
100 GREGORY LANE
PLEASANT HILL, CA 94523-3323